SBT e-file

Michigan Department of Treasury

Michigan Single Business Tax

e-file Test Package for

Software Developers

2002

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SECTION 1   Introduction

1.1   General Information

Thank you for your interest in the Michigan Department of Treasury's (Treasury) Single Business Tax Electronic Filing (SBT e-file) Program. This publication provides you with information on how you can participate in the software developer testing process for the SBT e-file Program.

The forms included in this publication are for <u>illustration purposes only</u> and should not be used as draft forms in designing software to print the Michigan forms. The forms to be used for forms design or photocopying will continue to be distributed to software companies through Treasury's Forms and Print Management Section, and will be posted in a secure area on Treasury's Web site when they are available.

Please note that most tax forms cannot be finalized until the Legislature has recessed the fall session. This generally occurs in mid-December. Until the Legislature adjourns, there may be law changes that would affect the SBT forms and require changes to the file specifications and test package.

Participation in the SBT e-file Program is voluntary. Treasury accepts application requests any time throughout the year.

1.2   Treasury Contact

<u>For Software Developers and Transmitters Only</u>

For help with the SBT e-file program, software developers and transmitters may contact the Alternative Filing staff between the hours of 8:00 a.m. and 5:00 p.m., EST, Monday through Friday, except state holidays. When leaving a phone message, give as much detail as possible so that Treasury staff can research your question and have the answer ready when they call you back. Speak clearly and spell any difficult names.

This contact information is **for software developers and transmitters only** and enables Treasury to provide better service to the SBT e-file program participants.

Phone:	(517) 636-4450
	(517) 636-4999 (TTY Only)
Fax:	(517) 636-4444
Email:	MIefile2D@michigan.gov
	Include the words "SBT e-file" in the subject line.
Mailing Address:	Alternative Filing Programs
	Michigan Department of Treasury
	P. O. Box 30058
	Lansing, Michigan 48909

You may also visit our Web site at www.michigan.gov/treasury and look under the Business Category for more information.

For Taxpayers

Please provide **taxpayers** with the following phone number if they need to contact Treasury regarding their SBT returns:

      SBT Customer Contact   (517) 636-4700

Internet

Taxpayers can now access the Department of Treasury Web site to:

- Check the date Treasury is currently processing returns
- Ask Treasury a question
- Request copies of returns filed
- Check the status of a Single Business Tax return
- Verify all Single Business Tax payments for current period

Visit our Web site at www.michigan.gov/bustax to access these service options.

1.3   Highlights and Important Information for Tax Year 2002

- Registration changes (name, address, phone number, filing date, discontinuance date, etc.) must be made by calling (517) 636-4660 or submitting form 163, Notice of Change or Discontinuance which is available on our Web site at http://www.michigan.gov/documents/163f_2885_7.pdf.

- Taxpayers who choose SBT e-file will not receive Single Business Tax instruction books next year. Instead, they will receive reminder postcards encouraging them to again choose e-file to submit their SBT returns.

- The tax rate for the calendar year ending 2002 is 1.9%. It is possible the rate may be reduced to 1.8% for 2003. The 2003 rate should be available no later than December 1, 2002.

1.4   Key Dates

Deadline for Submitting SBT e-file New Application (Profile)	None
Begin Software Testing	November 2002
Begin Transmitter Testing	November 2002
Begin Transmitting Returns	January 2003
SBT e-file unavailable due to system maintenance	January 1-31, 2004

1.5   SBT e-file Publications

3919	SBT e-file Specifications and Software Developer Guide
3920	SBT e-file Test Package for Software Developers
3921	SBT e-file Transmitters' Handbook

1.5   State of Michigan Holiday Schedule

September 2, 2002	Labor Day
November 11, 2002	Veterans' Day
November 28-29, 2002	Thanksgiving
December 24-25, 2002	Christmas
December 31, 2002	New Year's Eve
January 1, 2003	New Year's Day
January 20, 2003	Martin Luther King Jr.'s Birthday Observed
February 17, 2003	Presidents' Day
May 26, 2003	Memorial Day
July 4, 2003	Independence Day
September 1, 2003	Labor Day
November 11, 2003	Veterans' Day
November 27-28, 2003	Thanksgiving
December 24-25, 2003	Christmas
December 31, 2003	New Year's Eve

1.6   Program Compliance

Treasury will ensure transmissions are in compliance with the requirements outlined in the SBT e-file Specifications and Software Developer Guide, and the SBT e-file Transmitters' Handbook.

If after acceptance a software developer or transmitter has production problems, Treasury reserves the right to suspend that software developer/transmitter until the problems are resolved to Treasury's satisfaction.

SECTION 2   Software Developer Testing

2.1   General Information and Software Requirements

All software developers must successfully complete the system testing process with Treasury. System testing is a testing of predetermined tax return scenarios that validate the ability to transmit data and to receive data from Treasury. Applicants must use Treasury-assigned user codes and passwords for testing. Testing ensures that:

- SBT e-file specifications are met.
- Required fields post properly to Treasury's system.
- The transmitter is able to send information to and retrieve information from Treasury.
- The transmitter understands the mechanics of e-filing.

The software testing process is as follows:

- Enroll with Treasury by submitting an SBT e-file New Application (Profile) request.
- Follow the Treasury specifications and guidelines for software developers.
- Submit test returns to Treasury.
- Treasury will review the test return transmissions and the compare results will be e-mailed back to the software developer within 2-4 business days. Test acknowledgments will only be posted after all seven test scenarios pass the testing process.
- Upon successful completion of the testing process:
  - Test acknowledgments may be retrieved. To prevent duplicate postings to Treasury's system, the last digits of the test account numbers will be incremented. The first four digits of the test account numbers will not change. For example:
    Test 1 account number = 38-1000000
    Test 1 acknowledgment account number could be 38-1000015
  - Treasury will issue written approval to release the software program to e-file live SBT returns.

Please note that most tax forms cannot be finalized until the Legislature has recessed the fall session. This generally occurs in mid-December. Until the legislature adjourns, there may be law changes that would affect the SBT forms and require changes to the file specifications and test package.

2.2   Michigan SBT e-file Test Scenarios

The 2002 SBT e-file test package consists of seven (7) return scenarios. Knowledge of tax law and tax preparation is necessary in preparing the test scenarios. Software developers must correctly prepare and compute these returns before e-filing SBT test returns.

If your company does not support all eligible forms and schedules, please notify the Alternative Filing staff in writing (e-mail is acceptable) as to which forms you will not support for the 2002 tax year.

Tests 1, 3, 5 and 7 have a box checked stating that Treasury <u>may</u> discuss the return with the preparer. Tests 2, 4 and 6 have a box checked stating that Treasury <u>may not</u> discuss the return with the preparer.

Tests 1 – 3 have the taxpayer's name and title in signature block. This information can be omitted from tests 4-7.

Test 3 has the preparer's information in the signature block. For the remaining tests it is acceptable to use your software default for this area.

2.3   Transmitting and Correcting SBT e-file Tests

SBT e-file software developer testing will begin in November 2002. There is no required completion date for testing.

Software developers may transmit as many times as necessary until all tests are accepted and no error messages are sent back by Treasury. Please allow 2-4 business days for processing test transmissions. Treasury will e-mail the test results to the software developer.

The **final** transmission must include **all** test scenarios with no errors. After the final transmission has been reviewed and approved by Treasury, the software developer will receive written approval to retrieve acknowledgments and release the software to e-file live SBT returns.

Note:
If the Web Server is down, you will not be able to access the SBT e-file program.

2.4   Acknowledgment System

Please refer to Section 5 of the <u>Michigan Single Business Tax Transmitters' e-file Handbook</u> for more information on the acknowledgment system.

SECTION 3   SBT e-file Test Return Scenarios

The test returns are published as separately on the secure Web site.